

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST FOR**

**S. SYSTEMS CORPORATION**

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT  
FOR  
PROFESSIONAL ENGINEERING SERVICES (PES)**

**Major Group 87 – Engineering, Accounting, Research, Management and Related Services  
FSC Class 871, NAICS 541330/SIC 8711**

SIN 871-1 Strategic Planning for Technology Programs/Activities  
SIN 871-2 Concept Development and Requirements Analysis  
SIN 871-3 Systems Design, Engineering and Integration  
SIN 871-4 Test and Evaluation  
SIN 871-5 Integrated Logistics Support  
SIN 871-6 Acquisition and Life Cycle Management



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GSA/PES Contract Number GS-23F-0431K  
Current 26 September 2005 to 25 September 2010

Price List current through:  
Contract Amendment No. FX52 dated 03 March 2008

*S. Systems Corporation is an SBA Certified Small Disadvantaged Business.*

Products and ordering information in the authorized FSS Professional Engineering Services (PES) price list are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Supply Service's home page via the internet at <http://www.fss.gsa.gov/> or by going directly to GSA *Advantage!*™ at <http://www.GSAAdvantage.gov>.



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## CUSTOMER INFORMATION

### 1. Table of Awarded Special Item Numbers (SINs):

SIN 871-1	Strategic Planning for Technology Programs/Activities
SIN 871-2	Concept Development and Requirements Analysis
SIN 871-3	Systems Design, Engineering and Integration
SIN 871-4	Test and Evaluation
SIN 871-5	Integrated Logistics Support
SIN 871-6	Acquisition and Life Cycle Management

### 2. Maximum Order

The maximum order, as specified below is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount.

ITEM NUMBER/SIN	MAXIMUM ORDER
All SINs	\$750,000

### 3. Minimum Order.

When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish those supplies or services under the contract. However, offerors may, if willing to accept smaller orders, specify a smaller amount in their offers. If a smaller amount is offered, it is mutually agreed that the Contractor will accept such orders and specify the smaller minimum order limitation in the applicable price list. If the offeror fails to specify a smaller amount, the Government may place orders for a smaller amount. Such orders shall be deemed to be accepted by the Contractor, unless returned to the ordering office within 5 workdays after receipt by the Contractor.

### 4. Geographic Scope of Contract

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the U.S. territories and commonwealths and overseas U.S. Government installations.

### 5. Points of Production

S. Systems Corporation (SSC) provides engineering services within the geographic scope of its contract. Available services originate from SSC's California locations in Los Angeles, California, and in Albuquerque, New Mexico.

### 6. Discounts: Prices shown are NET Prices. Basic Discounts have been deducted.

- Prompt Payment Discount: 0%. Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- Quantity: N/A
- Dollar Volume: N/A
- Government Educational Institutions are offered the same discounts as all other Government customers.
- Other: All prices shown in the Price List are net labor hour rates to the government and exclude any Other Direct Costs (ODC) which may be incurred during performance of specific project tasks. Contractor's G&A fee and Industrial Funding Fee (IFF) shall be applied to ODC.

## 7. Use of Federal Supply Service Professional Engineering Services Schedule Contracts.

In accordance with FAR 8.404.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**a. Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

**b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the *GSA Advantage!*<sup>TM</sup> on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

**c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

- (1) Review additional Schedule Contractors' catalogs/price lists or use the *GSA Advantage!*<sup>TM</sup> on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket Purchase Agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price Reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

**f. Small Business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

## 8. Delivery Schedule

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
871-1	As agreed upon between Agency and Contractor
871-2	As agreed upon between Agency and Contractor
871-3	As agreed upon between Agency and Contractor
871-4	As agreed upon between Agency and Contractor
871-5	As agreed upon between Agency and Contractor
871-6	As agreed upon between Agency and Contractor

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 9. FOB: Destination.

#### 10. Contractor's Ordering Address and Payment Information

##### Ordering:

S. Systems Corporation  
5777 W. Century Blvd., Ste 520  
Los Angeles, CA 90045  
Attn: Troy J. Davis  
Phone: (310) 215-0248, Extension 15  
E-mail: [troyj@s-sc.com](mailto:troyj@s-sc.com)

##### Payment:

S. Systems Corporation  
5777 W. Century Blvd., Ste 520  
Los Angeles, CA 90045  
Attn: Troy J. Davis  
Phone: (310) 215-0248, Extension 14  
E-mail: [troyj@s-sc.com](mailto:troyj@s-sc.com)

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Technical Assistance: (310) 215-0248, Extension 15  
Ordering Information: (310) 215-0248, Extension 15

#### 11. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders.
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

#### 12. Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 03-947-1974  
Block 30: Type of Contractor – A. Small Disadvantaged Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN) 95-3496642

- a. CAGE Code: 0W8M9
- b. Contractor has registered with the Central Contractor Registration Database.

#### 13. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

#### 14. Contract Administration for Ordering Offices

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's Convenience, and (m) Termination for Cause (See C.1.)

#### 15. GSA Advantage!™

GSA Advantage!™ is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage!™ will allow the user to perform various searches across all contracts.

Agencies can browse GSA Advantage!™ by accessing the Federal Supply Service's home page via the internet at <http://www.fss.gsa.gov/>. GSA Advantage!™ can also be accessed directly at the web address <http://www.GSAAdvantage.gov>.

#### 16. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows: "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

#### 17. Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Teaming Arrangements in this Schedule Price List.



## **PROFESSIONAL ENGINEERING SERVICES**

S. Systems supplies Government clients with staff who are truly professionals. They are educated and experienced; they are capable and committed. From the most junior to the most experienced, each of our employees is fully qualified and calibrated to serve our clients with distinction and pride. Over 40% of our staff hold post graduate degrees, and 85% have Bachelor's degrees. Half our staff members have more than 10 years work experience in their respective fields. Selected employees retain a variety of security clearances granted by various agencies.

S. Systems has structured its GSA Schedule labor categories to provide potential clients with the flexibility to acquire the specific skills, education and experience levels that are appropriate for their tasks. The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contract's policies.

The following numbered list provides descriptive job titles and their associated grade levels as well as maximum years of experience and level of formal education required to achieve grade level. Rates are provided as On-Site rates (work performed on S. Systems Corporation's site) and Off-Site rates (work provided at customer facility). SSC's Commercial Hourly Rate is the same as the On-Site Rate. Following this list is a more detailed description of experience, education, qualifications and responsibilities associated with the descriptive job titles listed below.

**S. Systems Corporation**  
**Federal Services Supply Schedule Price List for Fiscal Year 2005 through Fiscal Year 2011**  
**On-Site (SSC Site) Rates**

Job Title	Grade/ Level	*Minimum Experience Rqrmnts	*Minimum Education Rqrmnts	2005 Rate	2006 Rate	2007 Rate	2008 Rate	2009 Rate	2010 Rate	2011 Rate
1 Acquisition Engineer/Specialist I	E5/1	10	Bachelors	\$62.04	\$73.60	\$76.55	\$79.62	\$82.81	\$86.12	\$89.56
2 Acquisition Engineer/Specialist II	E5/3	10	Bachelors	\$68.41	\$81.16	\$84.41	\$87.79	\$91.30	\$94.96	\$98.76
3 Acquisition Engineer/Specialist III	E5/4	10	Bachelors	\$71.83	\$85.19	\$88.60	\$92.14	\$95.82	\$99.66	\$103.66
4 Acquisition Engineer/Specialist IV	E5/5	10	Bachelors	\$75.42	\$89.47	\$93.05	\$96.77	\$100.65	\$104.68	\$108.87
5 Senior Acquisition Specialist I	E6/1	15	Bachelors	\$79.21	\$93.97	\$97.73	\$101.65	\$105.72	\$109.96	\$114.35
6 Senior Acquisition Specialist II	E6/3	15	Bachelors	\$87.32	\$103.58	\$107.71	\$112.02	\$116.51	\$121.18	\$126.02
7 Staff Acquisition Specialist I	E5/2	10	Bachelors	\$65.15	\$77.28	\$80.37	\$83.58	\$86.93	\$90.41	\$94.03
8 Staff Acquisition Specialist II	E5/5	10	Bachelors	\$75.42	\$89.47	\$93.05	\$96.77	\$100.65	\$104.68	\$108.87
9 Office Administrator	P3/1	2	HS	\$35.53	\$42.14	\$43.84	\$45.59	\$47.42	\$49.31	\$51.28
10 Program Management Analyst	E4/3	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
11 Technical Order Management Specialist	E4/3	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
12 Senior Technical Order Specialist	E5/5	10	Bachelors	\$75.42	\$89.47	\$93.05	\$96.77	\$100.65	\$104.68	\$108.87
13 Project Manager	E6/4	15	Bachelors	\$91.71	\$108.80	\$113.15	\$117.67	\$122.38	\$127.28	\$132.38
14 Program Manager	E6/5	15	Bachelors	\$96.26	\$114.19	\$118.76	\$123.50	\$128.44	\$133.58	\$138.91
15 Senior Program Manager	E7/3	15	Ph.D.	\$111.45	\$132.20	\$137.49	\$142.99	\$148.71	\$154.66	\$160.84
16 CM/DM Specialist I	P3/2	2	HS	\$37.41	\$44.39	\$46.16	\$48.01	\$49.94	\$51.93	\$54.01
17 CM/DM Specialist II	P3/5	2	Bachelors	\$43.68	\$51.81	\$53.88	\$56.02	\$58.27	\$60.59	\$63.01
18 CM/DM Specialist III	P4/1	5	Bachelors	\$45.97	\$54.55	\$56.73	\$58.99	\$61.36	\$63.82	\$66.38
19 Staff CM/DM Specialist I	P4/3	5	Bachelors	\$50.91	\$60.39	\$62.81	\$65.33	\$67.95	\$70.67	\$73.50
20 Staff CM/DM Specialist II	P4/5	5	Bachelors	\$56.42	\$66.93	\$69.60	\$72.38	\$75.27	\$78.28	\$81.41
21 Senior CM/DM Specialist I	P5/2	10	Bachelors	\$62.52	\$74.17	\$77.14	\$80.23	\$83.44	\$86.79	\$90.25
22 Senior CM/DM Specialist II	P5/3	10	Bachelors	\$65.82	\$78.09	\$81.22	\$84.47	\$87.85	\$91.37	\$95.04
23 Senior Data Manager	P5/3	10	Bachelors	\$65.82	\$78.09	\$81.22	\$84.47	\$87.85	\$91.37	\$95.04
24 Communications Engineer/Specialist I	E4/1	5	Bachelors	\$48.58	\$54.55	\$56.73	\$58.99	\$61.36	\$63.82	\$66.38
25 Communications Engineer/Specialist II	E5/3	10	Bachelors	\$68.41	\$81.16	\$84.41	\$87.79	\$91.30	\$94.96	\$98.76
26 Communications Engineer/Specialist III	E6/5	15	Bachelors	\$96.26	\$114.19	\$118.76	\$123.50	\$128.44	\$133.58	\$138.91
27 Financial Management Specialist I	P3/2	2	HS	\$37.41	\$44.39	\$46.16	\$48.01	\$49.94	\$51.93	\$54.01
28 Financial Management Specialist II	P5/5	13	Bachelors	\$72.90	\$86.47	\$89.94	\$93.54	\$97.28	\$101.18	\$105.23
29 Logistician I	E5/1	10	Bachelors	\$62.04	\$73.60	\$76.55	\$79.62	\$82.81	\$86.12	\$89.56
30 Logistician II	E5/4	10	Bachelors	\$71.83	\$85.19	\$88.60	\$92.14	\$95.82	\$99.66	\$103.66
31 R&D Specialty Engineer I	E5/1	10	Bachelors	\$62.04	\$73.60	\$76.55	\$79.62	\$82.81	\$86.12	\$89.56
32 R&D Specialty Engineer II	E5/3	10	Bachelors	\$68.41	\$81.16	\$84.41	\$87.79	\$91.30	\$94.96	\$98.76
33 R&D Specialty Engineer III	E6/1	15	Bachelors	\$79.21	\$93.97	\$97.73	\$101.65	\$105.72	\$109.96	\$114.35

		*Minimum			*Minimum						
		Grade/ Level	Experience Rqrmnts	Education Rqrmnts	2005 Rate	2006 Rate	2007 Rate	2008 Rate	2009 Rate	2010 Rate	2011 Rate
Job Title											
34	Scientific/Engineering Professional I	E5/3	10	Bachelors	\$68.41	\$81.16	\$84.41	\$87.79	\$91.30	\$94.96	\$98.76
35	Scientific/Engineering Professional II	E6/3	15	Bachelors	\$87.32	\$103.58	\$107.71	\$112.02	\$116.51	\$121.18	\$126.02
36	Scientific/Engineering Professional III	E7/1	15	Ph.D.	\$101.08	\$119.50	\$124.70	\$129.68	\$134.88	\$140.27	\$145.88
37	Physical Security Monitor	E3/3	2	Bachelors	\$41.97	\$49.78	\$51.77	\$53.84	\$55.98	\$58.23	\$60.55
38	Computer Security Monitor	E4/3	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
39	Security Specialist	E4/2	5	Bachelors	\$51.01	\$60.51	\$62.93	\$65.45	\$68.07	\$70.78	\$73.62
40	Senior Security Specialist	E4/3	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
41	Security Specialist/Administrator	E4/3	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
42	Security Manager	E5/2	10	Bachelors	\$65.15	\$77.28	\$80.37	\$83.58	\$86.93	\$90.41	\$94.03
43	Contractor Security Manager	E6/1	15	Bachelors	\$79.21	\$93.97	\$97.73	\$101.65	\$105.72	\$109.96	\$114.35
44	Security Policy Analyst	E6/1	15	Bachelors	\$79.21	\$93.97	\$97.73	\$101.65	\$105.72	\$109.96	\$114.35
45	Test Engineer I	E5/2	10	Bachelors	\$65.15	\$77.28	\$80.37	\$83.58	\$86.93	\$90.41	\$94.03
46	Test Engineer II	E6/3	15	Bachelors	\$87.32	\$103.58	\$107.71	\$112.02	\$116.51	\$121.18	\$126.02
47	Test Engineer III	E6/5	15	Bachelors	\$96.26	\$114.19	\$118.76	\$123.50	\$128.44	\$133.58	\$138.91
48	Training Administrator	E4/4	7	Bachelors	\$56.26	\$66.73	\$69.41	\$72.18	\$75.08	\$78.09	\$81.22
49	Senior Training Administrator	E5/4	10	Bachelors	\$71.83	\$85.19	\$88.60	\$92.14	\$95.82	\$99.66	\$103.66
50	Technical Training Specialist	E3/1	2	Bachelors	\$38.09	\$45.18	\$46.99	\$48.86	\$50.81	\$52.83	\$54.94
51	Senior Technical Training Specialist	E5/3	10	Bachelors	\$68.41	\$81.16	\$84.41	\$87.79	\$91.30	\$94.96	\$98.76
52	Junior Manpower/Training Specialist	P3/5	5	Bachelors	\$43.68	\$51.81	\$53.88	\$56.02	\$58.27	\$60.59	\$63.01
53	Staff Manpower/Training Specialist I	P4/4	5	Bachelors	\$53.57	\$63.54	\$66.08	\$68.72	\$71.47	\$74.33	\$77.30
54	Staff Manpower/Training Specialist II	P5/1	10	Bachelors	\$59.37	\$73.60	\$76.55	\$79.62	\$82.81	\$86.12	\$89.56
55	Senior Manpower/Training Specialist	P5/3	10	Bachelors	\$65.82	\$78.09	\$81.22	\$84.47	\$87.85	\$91.37	\$95.04
56	Junior Technical Writer	E3/3	2	Bachelors	\$41.97	\$49.78	\$51.77	\$53.84	\$55.98	\$58.23	\$60.55
57	Senior Technical Writer	E5/2	10	Bachelors	\$65.15	\$77.28	\$80.37	\$83.58	\$86.93	\$90.41	\$94.03

\* These represent the minimum for the Grade/Category. The right to substitute either experience for education or education for experience is hereby reserved and may be implemented in accordance with contract policies.

**S. Systems Corporation**  
**Federal Services Supply Schedule Price List for Fiscal Year 2005 through Fiscal Year 2011**  
**Off-Site (Customer Site) Rates**

Job Title	Grade/ Level	*Minimum Experience Rqrmnts	*Minimum Education Rqrmnts	2005 Rate	2006 Rate	2007 Rate	2008 Rate	2009 Rate	2010 Rate	2011 Rate
1 Acquisition Engineer/Specialist I	E5/1	10	Bachelors	\$58.85	\$69.81	\$72.61	\$75.52	\$78.55	\$81.69	\$84.95
2 Acquisition Engineer/Specialist II	E5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
3 Acquisition Engineer/Specialist III	E5/4	10	Bachelors	\$68.13	\$80.81	\$84.04	\$87.40	\$90.89	\$94.53	\$98.32
4 Acquisition Engineer/Specialist IV	E5/5	10	Bachelors	\$71.53	\$84.86	\$88.26	\$91.79	\$95.47	\$99.29	\$103.27
5 Senior Acquisition Specialist I	E6/1	15	Bachelors	\$75.14	\$89.14	\$92.70	\$96.42	\$100.28	\$104.30	\$108.46
6 Senior Acquisition Specialist II	E6/3	15	Bachelors	\$82.83	\$98.25	\$102.17	\$106.26	\$110.51	\$114.94	\$119.53
7 Staff Acquisition Specialist I	E5/2	10	Bachelors	\$61.79	\$73.30	\$76.23	\$79.28	\$82.45	\$85.76	\$89.19
8 Staff Acquisition Specialist II	E5/5	10	Bachelors	\$71.53	\$84.86	\$88.26	\$91.79	\$95.47	\$99.29	\$103.27
9 Office Administrator	P3/1	2	HS	\$33.70	\$39.97	\$41.58	\$43.24	\$44.98	\$46.77	\$48.64
10 Program Management Analyst	E4/3	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
11 Technical Order Management Specialist	E4/3	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
12 Senior Technical Order Specialist	E5/5	10	Bachelors	\$71.53	\$84.86	\$88.26	\$91.79	\$95.47	\$99.29	\$103.27
13 Project Manager	E6/4	15	Bachelors	\$86.99	\$103.20	\$107.32	\$111.62	\$116.08	\$120.73	\$125.56
14 Program Manager	E6/5	15	Bachelors	\$91.31	\$108.31	\$112.64	\$117.14	\$121.83	\$126.70	\$131.76
15 Senior Program Manager	E7/3	15	Ph.D.	\$105.71	\$125.40	\$130.42	\$135.63	\$141.06	\$146.70	\$152.56
16 CM/DM Specialist I	P3/2	2	HS	\$35.49	\$42.10	\$43.78	\$45.54	\$47.37	\$49.25	\$51.23
17 CM/DM Specialist II	P3/5	2	Bachelors	\$41.43	\$49.14	\$51.10	\$53.14	\$55.27	\$57.47	\$59.77
18 CM/DM Specialist III	P4/1	5	Bachelors	\$43.61	\$51.74	\$53.81	\$55.96	\$58.20	\$60.53	\$62.96
19 Staff CM/DM Specialist I	P4/3	5	Bachelors	\$48.29	\$57.28	\$59.58	\$61.97	\$64.45	\$67.03	\$69.72
20 Staff CM/DM Specialist II	P4/5	5	Bachelors	\$53.51	\$63.48	\$66.02	\$68.65	\$71.40	\$74.26	\$77.22
21 Senior CM/DM Specialist I	P5/2	10	Bachelors	\$59.31	\$70.35	\$73.17	\$76.10	\$79.15	\$82.32	\$85.61
22 Senior CM/DM Specialist II	P5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
23 Senior Data Manager	P5/3	10	Bachelors	\$62.43	\$74.07	\$77.04	\$80.12	\$83.33	\$86.67	\$90.14
24 Communications Engineer/Specialist I	E4/1	5	Bachelors	\$43.61	\$51.74	\$53.81	\$55.96	\$58.20	\$60.53	\$62.96
25 Communications Engineer/Specialist II	E5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
26 Communications Engineer/Specialist III	E6/5	15	Bachelors	\$91.31	\$108.31	\$112.64	\$117.14	\$121.83	\$126.70	\$131.76
27 Financial Management Specialist I	P3/2	2	HS	\$35.49	\$42.10	\$43.78	\$45.54	\$47.37	\$49.25	\$51.23
28 Financial Management Specialist II	P5/5	13	Bachelors	\$69.14	\$82.02	\$85.31	\$88.73	\$92.27	\$95.97	\$99.82
29 Logistician I	E5/1	10	Bachelors	\$58.85	\$69.81	\$72.61	\$75.52	\$78.55	\$81.69	\$84.95
30 Logistician II	E5/4	10	Bachelors	\$68.13	\$80.81	\$84.04	\$87.40	\$90.89	\$94.53	\$98.32
31 R&D Specialty Engineer I	E5/1	10	Bachelors	\$58.85	\$69.81	\$72.61	\$75.52	\$78.55	\$81.69	\$84.95
32 R&D Specialty Engineer II	E5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
33 R&D Specialty Engineer III	E6/1	15	Bachelors	\$75.14	\$89.14	\$92.70	\$96.42	\$100.28	\$104.30	\$108.46

			*Minimum Experience	*Minimum Education							
	Job Title	Grade/ Level	Rqrmnts	Rqrmnts	2005 Rate	2006 Rate	2007 Rate	2008 Rate	2009 Rate	2010 Rate	2011 Rate
34	Scientific/Engineering Professional I	E5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
35	Scientific/Engineering Professional II	E6/3	15	Bachelors	\$82.83	\$98.25	\$102.17	\$106.26	\$110.51	\$114.94	\$119.53
36	Scientific/Engineering Professional III	E7/1	15	Ph.D.	\$95.88	\$113.73	\$118.28	\$123.01	\$127.93	\$133.05	\$138.37
37	Physical Security Monitor	E3/3	2	Bachelors	\$39.81	\$47.22	\$49.11	\$51.07	\$53.10	\$55.23	\$57.43
38	Computer Security Monitor	E4/3	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
39	Security Specialist	E4/2	5	Bachelors	\$48.39	\$57.40	\$59.69	\$62.08	\$64.56	\$67.14	\$69.83
40	Senior Security Specialist	E4/3	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
41	Security Specialist/Administrator	E4/3	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
42	Security Manager	E5/2	10	Bachelors	\$61.79	\$73.30	\$76.23	\$79.28	\$82.45	\$85.76	\$89.19
43	Contractor Security Manager	E6/1	15	Bachelors	\$75.14	\$89.14	\$92.70	\$96.42	\$100.28	\$104.30	\$108.46
44	Security Policy Analyst	E6/1	15	Bachelors	\$75.14	\$89.14	\$92.70	\$96.42	\$100.28	\$104.30	\$108.46
45	Test Engineer I	E5/2	10	Bachelors	\$61.79	\$73.30	\$76.23	\$79.28	\$82.45	\$85.76	\$89.19
46	Test Engineer II	E6/3	15	Bachelors	\$82.83	\$98.25	\$102.17	\$106.26	\$110.51	\$114.94	\$119.53
47	Test Engineer III	E6/5	15	Bachelors	\$91.31	\$108.31	\$112.64	\$117.14	\$121.83	\$126.70	\$131.76
48	Training Administrator	E4/4	7	Bachelors	\$53.36	\$63.30	\$65.83	\$68.47	\$71.21	\$74.07	\$77.04
49	Senior Training Administrator	E5/4	10	Bachelors	\$68.13	\$80.81	\$84.04	\$87.40	\$90.89	\$94.53	\$98.32
50	Technical Training Specialist	E3/1	2	Bachelors	\$36.13	\$42.85	\$44.57	\$46.34	\$48.19	\$50.11	\$52.11
51	Senior Technical Training Specialist	E5/3	10	Bachelors	\$64.89	\$76.98	\$80.06	\$83.27	\$86.60	\$90.07	\$93.67
52	Junior Manpower/Training Specialist	P3/5	5	Bachelors	\$41.43	\$49.14	\$51.10	\$53.14	\$55.27	\$57.47	\$59.77
53	Staff Manpower/Training Specialist I	P4/4	5	Bachelors	\$50.81	\$60.27	\$62.68	\$65.18	\$67.79	\$70.50	\$73.32
54	Staff Manpower/Training Specialist II	P5/1	10	Bachelors	\$56.31	\$66.81	\$69.48	\$72.26	\$75.15	\$78.16	\$81.28
55	Senior Manpower/Training Specialist	P5/3	10	Bachelors	\$62.43	\$74.07	\$77.04	\$80.12	\$83.33	\$86.67	\$90.14
56	Junior Technical Writer	E3/3	2	Bachelors	\$39.81	\$47.22	\$49.11	\$51.07	\$53.10	\$55.23	\$57.43
57	Senior Technical Writer	E5/2	10	Bachelors	\$61.79	\$73.30	\$76.23	\$79.28	\$82.45	\$85.76	\$89.19

\* These represent the minimum for the Grade/Category. The right to substitute either experience for education or education for experience is hereby reserved and may be implemented in accordance with contract policies.

## Position and Skill Descriptions

### 1. Job Title: Acquisition Engineer/Specialist I

**Minimum/General Experience:** Two years working experience in a technical or administrative discipline relating to the Delivery/Task Order (DO). Working knowledge and/or familiarity with the Government and/or agencies systems acquisition process, including pertinent Commercial and Military Standards. Working knowledge and/or familiarity with the contractor's internal administrative system including the word processing, spreadsheet, and database systems used to support the Delivery Order/Task Order.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelors Degree

### 2. Job Title: Acquisition Engineer/Specialist II

**Minimum/General Experience:** Eight years working experience in a technical, administrative, or program management discipline relating to the DO. Working knowledge and familiarity with the Government agency systems acquisition process, including pertinent Commercial and Military Standards.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in an engineering, business analysis, system functional analysis, quality management, database development, organizational strategic planning or program management discipline relating to the Delivery Order/Task Order. Acceptable degree substitutes in computer science, math, physics or business can be used in lieu of the engineering degree.

### 3. Job Title: Acquisition Engineer/Specialist III

**Minimum/General Experience:** Ten years of working experience in engineering, business analysis, systems functional analysis, quality management, database development, organizational strategic planning, or data administration/standardization, related to the D.O. Specific experience in a minimum of one of the following areas is required: a) Evaluating, developing, and improving information architectures using acceptable methods and modeling techniques. Developing "as is" and "to be" business case models and performing business cases analysis using either government approved modeling techniques and/or Commercial Off The Shelf (COTS) object oriented technology (OOT); b) Facilitation, team building and long range project planning, and/or hands on facilitation and technography experience in using COTS groupware in a workshop environment (i.e., includes at least 50 "workshop days"). Formal facilitator and groupware training may be required; and c) Data modeling techniques, data standardization, relational database design and management systems, data dictionaries, data repositories, data warehouse and/or data quality management methodologies. Formal advanced training in an acceptable methodology is required.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree or Master's degree in an appropriate technical or business discipline is required. An additional five years of experience in systems engineering or systems acquisition management may be substituted for a Master's degree.

### 4. Job Title: Acquisition Engineer/Specialist IV

**Minimum/General Experience:** Ten years of working experience in systems engineering, business analysis, systems functional analysis, quality management, database development, organizational planning, or data administration/standardization, related to the D.O. Specific experience in a minimum of one of the following areas is required: a) Evaluating, developing, and improving information architectures using BR/BPI methods and modeling techniques. Developing "as is" and "to be" business case models and performing business cases analysis using the either government approved modeling techniques and/or

COTS object oriented technology. Formal advanced training in modeling and simulation is required; b) Facilitation, team building and long range project planning, and/or hands on facilitation and technography experienced in using COTS groupware in a workshop environment (i.e., includes at least 15 workshop days). Formal facilitator and groupware training is required; and c) Data modeling techniques, data standardization, relational database design and management systems, data dictionaries, and/or data quality management methodologies and formal advanced training in FIPS Pub 184 methodology is required.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** A Bachelor or Master's degree and professional credentials (certification) in an appropriate technical or business discipline is required. An additional five years of experience in systems engineering or systems acquisition management may be substituted for a Master's degree.

**5. Job Title:** Staff Acquisition Specialist I

**Minimum/General Experience:** At least four years experience in the acquisition of military systems as either a military officer at O4 rank or higher or the equivalent Government Service level.

**Functional Responsibilities:** Provide technical support regarding acquisition activities to include recommendations to program management on technical support and contractors' performance; analysis of contractor submitted cost data; review of contractors' earned value techniques; evaluations of contractors' technical and manpower proposals and deliverable reports; and provision of overall program management related assistance. Generate and review acquisition documents as required to support the mission.

**Minimum Education:** A Master of Science or Master of Arts degree plus five years experience or a Bachelor's degree plus nine years experience or an AA degree plus fourteen years experience or a High School diploma plus nineteen years experience. Degree must be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**6. Job Title:** Staff Acquisition Specialist II

**Minimum/General Experience:** At least four years experience in the acquisition of military systems as either a military officer at O4 rank or higher or the equivalent Government Service level.

**Functional Responsibilities:** Provide technical support regarding acquisition activities to include recommendations to program management on technical support and contractors' performance; analysis of contractor submitted cost data; review of contractors' earned value techniques; evaluations of contractors' technical and manpower proposals and deliverable reports; and provision of overall program management related assistance. Generate and review acquisition documents as required to support the mission.

**Minimum Education:** Bachelor's degree plus ten years experience or an AA degree plus eleven years experience or a High School diploma plus sixteen years experience. Degree must be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**7. Job Title:** Senior Acquisition Specialist I

**Minimum/General Experience:** At least four years experience in the acquisition of military systems as either a military officer at O3 rank or higher or the equivalent Government Service level.

**Functional Responsibilities:** Provide technical support regarding acquisition activities to include recommendations to program management on technical support and contractors' performance; analysis of contractor submitted cost data; review of contractors' earned value techniques; evaluations of contractors' technical and manpower proposals and deliverable reports; and provision of overall program management related assistance. Generate and review acquisition documents as required to support the mission.

**Minimum Education:** Bachelor's degree plus four years experience or an AA degree plus nine years experience or a High School diploma plus fourteen years experience. Degree must be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**8. Job Title:** Senior Acquisition Specialist III

**Minimum/General Experience:** At least eight years experience in the acquisition of military systems as either a military officer at O4 rank or higher or the equivalent Government Service level.

**Functional Responsibilities:** Provide technical support regarding acquisition activities to include recommendations to program management on technical support and contractors performance; analysis of contractor submitted cost data; review of contractor earned value techniques; evaluations of contractor technical and manpower proposals and deliverable reports; and provision of overall program management related assistance. Generate and review acquisition documents as required to support the mission.

**Minimum Education:** A Master of Science or Master of Arts degree plus ten years experience; a Bachelor's degree plus fourteen years experience; a Master of Business Administration degree plus five years experience; an AA degree plus nineteen years experience; or a High School diploma plus twenty four years experience. Degree must be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**9. Job Title:** Office Administrator

**Minimum/General Experience:** Four to nine years of experience providing administrative and secretarial support to one or more individuals, and performing standard administrative and advanced secretarial duties requiring initiative and a high level of skill.

**Functional Responsibilities:** Prepares special reports under general guidance, coordinates special projects and programs, and responds to routine and non-routine inquiries using standardized formats. Uses a variety of software packages to produce standard and nonstandard documents.

**Minimum Education:** High School Diploma.

**10. Job Title:** Program/Management Analyst

**Minimum/General Experience:** Two to seven years of experience in creating and updating financial spreadsheets for monthly status reports and certificates of service and creating graphs for financial reporting. Must be familiar with the principles of developing monthly time sheet predictions and updating corporate accounting data files in DELTEK.

**Functional Responsibilities:** Under supervision of the program manager, will perform program analysis and control functions. This individual must be capable of creation and management of project information related to contractual requirements and cost (profit and loss reporting) for submittal to the program manager for review and approval. This individual must have a rudimentary understanding of accounting, management and contract principles. This individual must be computer literate and be able to use computer aids such as spreadsheets, automated accounting systems, word processing, and graphics systems.

**11. Job Title:** Technical Order Management Specialist

**Minimum/General Experience:** Two to four years of related experience revising DoD technical manuals using government specifications and standards.

**Functional Responsibilities:** Reviews/analyzes standards and specifications relative to their appropriate use and application for respective technical manuals. Conducts technical data in-process reviews, data validation, and verifications along with pre publication and post publication reviews. Maintains database for tracking changes. Assists in preparation of SOWs, CDRLs, and DIDs. Processes CFENs and reviews



ECPs. Investigates technical manual and support equipment issues. Reviews and evaluates draft regulations, policy/procedure documents, and MIL standard/specs. Coordinates the distribution of preliminary tech orders. Assists in defining the requirements for new technical manuals.

**Minimum Education:** Bachelor's Degree.

**12. Job Title:** Senior Technical Order Specialist

**Minimum/General Experience:** Four to nine years of related experience revising DoD technical manuals using government specifications and standards.

**Functional Responsibilities:** Under limited supervision, reviews/analyzes standards and specifications relative to their appropriate use and application for respective technical manuals. Conducts technical data in process reviews, data validation, and verifications along with pre publication and post publication reviews. Maintains database for tracking changes. Prepares SOWs, CDRLs, and DIDs. Processes CFENs and reviews ECPs. Investigates technical manual and support equipment issues. Reviews, evaluates, and interprets draft regulations, policy/procedure documents, and MIL standard/specs. Coordinates the distribution of preliminary tech orders. Defines the requirements for new technical manuals.

**Minimum Education:** Bachelor's Degree.

**13. Job Title:** Project Manager

**Minimum/General Experience:** Six to thirteen years experience performing complex functional activities of the project by providing management and technical direction to project personnel. Requires skill in exercising independent judgment, as well as a high level of analytical skill in solving complex technical, administrative and managerial problems. Provides overall direction for all project level activities.

**Functional Responsibilities:** Under limited supervision, responsible for all aspects of project performance (i.e. technical, contractual, administrative, and financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.

**Minimum Education:** Bachelor's Degree.

**14. Job Title:** Program Manager

**Minimum/General Experience:** Eight to fifteen years of experience performing non-routine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill, in solving non-routine technical, administrative and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel.

**Functional Responsibilities:** Under general supervision, responsible for assisting in all aspects of project performance (i.e., technical, contractual, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to division management/customers, and maintains customer contacts to ensure conformity to contractual obligations.

**Minimum Education:** Master's Degree preferred. Bachelor's Degree required.

**15. Job Title:** Senior Program Manager

**Minimum/General Experience:** Ten to twenty years experience providing management and technical direction of multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, and possess high level of analytical skill in solving complex and unusual

technical, administrative and managerial problems. Responsible for all aspects of program performance and assists in overall direction to all project level activities and personnel. Provides overall direction of program activities.

**Functional Responsibilities:** Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes initiative and provides support to marketing personnel in identifying and acquiring potential business.

**Minimum Education:** Ph.D. preferred. Bachelor's Degree required.

**16. Job Title:** CM/DM Specialist I

**Minimum/General Experience:** Three to five years direct experience in Configuration and/or Data Management fields. Knowledge and experience in DOD contracts and regulations preferred. Knowledge and experience in scheduling and participating in CCBs and/or DRRBs. Completion of CM and/or DM course work helpful. Understanding of Baseline Management, Word Perfect, MS Word and experience in various CM and/or DM programs. Knowledge and experience in Configuration Management tracking functions including participation in review of technical documentation to assure its adequacy and/or knowledge and experience in Data Calls and understanding of CDRL package preparation, and in Data Management tracking functions (shippers and/or letters of transmittal). Working knowledge and experience in various CM database programs and/or CDRL development programs.

**Functional Responsibilities:** Provide support to government personnel for implementing and administering Configuration and/or Data Management procedures. Prepare, distribute, track, and file all change proposals requiring formal approval by the CCB and/or all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Maintain CM and/or DM files, (physical and computer databases) and assist in preparation of internal reports as required. Provide procedural guidance to other personnel and related contractors concerning procedures for configuration and/or data management disciplines.

**Minimum Education:** Bachelor's degree or an AA degree plus five years experience or a High School diploma plus ten years experience.

**17. Job Title:** CM/DM Specialist II

**Minimum/General Experience:** Three to five years direct experience in Configuration and/or Data Management fields. Knowledge and experience in DOD contracts and regulations preferred. Knowledge and experience in scheduling and participating in CCBs and/or DRRBs. Completion of CM and/or DM course work helpful. Understanding of Baseline Management, Word Perfect, MS Word and experience in various CM and/or DM programs. Knowledge and experience in Configuration Management tracking functions including participation in review of technical documentation to assure its adequacy and/or knowledge and experience in Data Calls and understanding of CDRL package preparation, and in Data Management tracking functions (shippers and/or letters of transmittal). Working knowledge and experience in various CM database programs and/or CDRL development programs.

**Functional Responsibilities:** Support government personnel in implementing and administering Configuration/Data Management procedures. Prepare, distribute, track, and file all change proposals requiring formal approval by the CCB and/or all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Maintain CM/DM files, (physical and computer databases) and assist in preparation of internal reports as required. Provide procedural guidance to other personnel and related contractors concerning procedures for configuration/data management disciplines.

**Minimum Education:** Bachelor's degree plus three years experience or an AA degree plus eight years experience or a High School diploma plus thirteen years experience.

**18. Job Title:** CM/DM Specialist III

**Minimum/General Experience:** Five to eight years direct experience in Configuration and/or Data Management fields. Knowledge and experience in DOD contracts and regulations preferred. Knowledge and experience in scheduling and participating in CCBs and/or DRRBs. Completion of CM and/or DM course work helpful. Understanding of Baseline Management, Word Perfect, MS Word and experience in various CM and/or DM programs. Knowledge and experience in Configuration Management tracking functions including participation in review of technical documentation to assure its adequacy and/or knowledge and experience in Data Calls and understanding of CDRL package preparation, and in Data Management tracking functions (shippers and/or letters of transmittal). Working knowledge and experience in various CM database programs and/or CDRL development programs.

**Functional Responsibilities:** Provide support to government personnel for implementing and administering Configuration/Data Management procedures. Prepare, distribute, track and file all change proposals requiring formal approval by the CCB and all Contractual Document Actions (CDAs) (AFSC Form 1691) for data deliveries requiring formal approval. Maintain CM/DM files, (physical and computer databases) and assist in preparation of internal reports as required. Provide procedural guidance to other personnel and related contractors concerning procedures for configuration/data management disciplines.

**Minimum Education:** Bachelor's degree plus five years experience or an AA degree plus ten years experience or a High School diploma plus fifteen years experience.

**19. Job Title:** Staff CM/DM Specialist I

**Minimum/General Experience:** Five to eight years direct experience in Configuration/Data Management fields. Knowledge and experience in DOD contracts. Knowledge in CCB activity and DM Tracking functions required. Completion of CM/DM Courses. Understanding of Baseline Management and various CDRL programs. Word Perfect, MS Word experience and knowledge and experience in Configuration Management and Data Management tracking functions. Participation in reviews of technical documentation to assure adequacy. Knowledge and experience in scheduling and participating in CCBs and Data Calls. Working knowledge and experience in various CM database programs and CDRL development programs.

**Functional Responsibilities:** Support government personnel in implementing and administering Configuration/Data Management procedures. Prepare, distribute, track and file all change proposals requiring formal approval by the CCB and all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Maintain CM and DM files, (physical and computer databases) and assist in preparation of internal reports as required. Provide procedural guidance to other personnel and related contractors concerning procedures for configuration/data management disciplines.

**Minimum Education:** Bachelor's degree plus seven years experience or an AA degree plus twelve years experience or a High School diploma plus seventeen years experience.

**20. Job Title:** Staff CM/DM Specialist II

**Minimum/General Experience:** Five to eight years direct experience in Configuration and Data Management fields (more years in CM). Knowledge and experience in DOD contracts. Knowledge in CCB activity and DM Tracking functions required. Completion of CM and DM Courses. Understanding of Baseline Management and various CDRL programs. Word Perfect, MS Word experience and knowledge and experience in Configuration Management and Data Management tracking functions. Participation in reviews of technical documentation to assure adequacy. Knowledge and experience in scheduling and participating in CCBs and Data Calls. Working knowledge and experience in various CM database programs and CDRL development programs.

**Functional Responsibilities:** Support government personnel in implementing and administering Configuration/Data Management procedures. Prepare, distribute, track and file all change proposals requiring formal approval by the CCB and all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Maintain CM and DM files, (physical and computer databases) and assist in preparation of internal reports as required. Provide procedural guidance to other personnel and related contractors concerning procedures for configuration/data management disciplines.

**Minimum Education:** Bachelor's degree plus nine years experience or an AA degree plus fourteen years experience or a High School diploma plus nineteen years experience.

**21. Job Title:** Senior CM/DM Specialist I

**Minimum/General Experience:** Five to eight years direct experience in Configuration and Data Management fields. (More years in CM). Knowledge and experience in DOD contracts preferred. Knowledge in CCB activity and DM Tracking functions required. Completion of CM and DM courses. Understanding of Baseline Management and various CDRL programs. Word Perfect, MS Word experience and knowledge and experience in Configuration Management and Data Management tracking functions. Participation in reviews of technical documentation to assure adequacy. Knowledge and experience in scheduling and participating in CCBs and Data Calls. Working knowledge and experience in various CM database programs and CDRL development programs.

**Functional Responsibilities:** Support government personnel in implementing and administering Configuration/Data Management policies and procedures. Prepare, distribute, track and file all change proposal submittals requiring formal CCB approval. Prepare distribute, track and file all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Prepare office documentation for the CCB and provide direction to the PCO for contractual implementation. Provide technical and procedural guidance to other personnel and related contractors concerning policies, regulations and procedures for configuration/data management disciplines to ensure program needs are met.

**Minimum Education:** A Master of Science or Master of Arts degree plus eight years experience or a Bachelor's degree plus twelve years experience or an AA degree plus seventeen years experience or a High School diploma plus twenty two years experience.

**22. Job Title:** Senior CM/DM Specialist II

**Minimum/General Experience:** Eight to fifteen years direct experience in Configuration and Data Management fields. Knowledge and experience in DoD contracts preferred. Knowledge in CCB activity and DM Tracking functions required. Completion of CM and DM courses. Knowledge of Baseline Management and Data Management Functions (Data Calls, CDRL preparation, DID Tailoring). Knowledge and experience in Configuration Management and Data Management tracking functions. Knowledge and experience in review of technical documentation to assure adequacy. Working knowledge and experience in Data Calls, CDRL package preparation and DRRBs. Working knowledge and experience in reviewing and evaluating contract change and cost proposals. Knowledge of DM discipline and SOW discipline.

**Functional Responsibilities:** Support government personnel in implementing and administering Configuration/Data Management policies and procedures. Prepare, distribute, track and file all change proposal submittals requiring formal CCB approval. Prepare distribute, track and file all Contractual Document Actions (CDAs) (AFSC Form 1691) for those data deliveries requiring formal approval. Prepare office documentation for the CCB and provide direction to the PCO for contractual implementation. Provide technical/procedural guidance to other personnel and related contractors concerning policies, regulations and procedures for configuration/data management disciplines to ensure program needs are met.

**Minimum Education:** A Master of Science or Master of Arts degree plus eleven years experience or a Bachelor's degree plus fifteen years experience or an AA degree plus twenty years experience or a High School diploma plus twenty-five years experience.

**23. Job Title:** Senior Data Manager

**Minimum/General Experience:** Six to thirteen years of experience performing data management support functions for specific project/program areas. Must be familiar with the principles involved in the receipt, development, storage, control, and distribution of all project/program related data.

**Functional Responsibilities:** Under general supervision, evaluates project/contact requirements and establishes/maintains a data tracking system (including financial data) to monitor and control data development, revision, and delivery. Coordinates the development, review, and submission of deliverable data in accordance with schedule and project/program requirements; evaluates project/program changes to determine the need for revision of relevant technical/project documentation; periodically conducts audits of project/program documentation to ensure that a detailed and adequate audit trail exists; maintains contents and controls access to/distribution of project/program files and technical library data; and prepares presentation of project/program baseline changes for consideration of the Configuration Control Board.

**Minimum Education:** Bachelor's Degree.

**24. Job Title:** Communications Engineer/Specialist I

**Minimum/General Experience:** Four years experience in a technical discipline relating to the Delivery Order/Task Order. Working knowledge and familiarity with Government agency systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, signal acquisition and tracking, atmospheric noise; transverse magnetic and transverse electric polarization and time diversity combining; jamming and nuclear perturbations; digital modulation and spread spectrum techniques; state of the art analog to digital conversion technology and applications; microwave and troposcatter radio engineering, operation and theory; microwave radio transmission monitoring systems.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in an engineering discipline.

**25. Job Title:** Communications Engineer/Specialist II

**Minimum/General Experience:** Six years working experience in a technical discipline relating to the delivery order. A working knowledge and/or familiarity with the Government and/or agencies systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, radio engineering design, system interface requirements and control; processing gain enhancements to specific frequencies; and where required Survivability and Vulnerability (S/V) requirements; NSA functional security requirements specifications and theory of compliance with TEMPEST and COMSEC engineering, custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree and Master's degree in an engineering discipline. Acceptable substitute for the Master's degree is an additional two years of related specialized experience.

**26. Job Title:** Communications Engineer/Specialist III

**Minimum/General Experience:** Eight years working experience in a technical or scientific field relating to specific communications applications. A working knowledge of and familiarity with Government or NASA systems acquisition process and methodologies for the accomplishment of special studies and advanced planning; the Government and/or agencies Strategic Connectivity Systems Engineering Plan; operational communications systems and ongoing improvements; specific frequency threats and threat assessments, modeling and simulations, system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms,

message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and where required COMSEC cryptologic key management, manipulation and interfacing; and physical and chemical nature of the Emergency Action Procedures for the JCS communications systems is desired.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in a technical or scientific field relating to the DO. Acceptable substitute for the Bachelor's degree is an additional three years of related experience and an Associate's degree in a technical or scientific field relating to the Delivery Order/Task Order.

**27. Job Title:** Financial Management Specialist I

**Minimum/General Experience:** Two years working experience in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge and/or familiarity with program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); cost analysis (CPR, CSSR, CFSR, C/SCSC) and documentation responsibilities (PMD, PMP, Acquisition Plan, RFP, SAR, DAES). Must be familiar with Government and/or agencies Directives. Must have a working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the Ordering Office.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in Business Administration, Management, Accounting, Finance, Public Administration, Operations Research, Economics, or Math is required.

**28. Job Title:** Financial Management Specialist II

**Minimum/General Experience:** Six years working experience in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge and familiarity with program planning, scheduling (critical path, float calculation and integrated master schedule analysis); budget planning and formulation (PPBS); cost analysis (CPR, CFSR, C/SCSC) and documentation responsibilities (PMD, PMP, Acquisition Plan, RFP). Must be familiar with Government agency directives. Working knowledge and familiarity with the automated cost reporting and scheduling hardware and software used to support the ordering office.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's and Master's degree in Business Administration, Management, Accounting, Finance, Public Administration, Operations Research, Economics, or Math is required.

**29. Job Title:** Logistician I

**Minimum/General Experience:** Five years experience required: a) Three years general experience to include acquisition knowledge and experience in the development of support documentation to include as a minimum, elements such as support equipment, technical orders, supply support and computer resources support, process of evolving and establishing maintenance/support concepts, and general understanding of relationship with Commercial Vendors/Manufacturers and agency user and supporters EG the Air Logistics Centers (ALCs), Users, Air Training Command and other logistics related organizations. Logistician must be familiar with logistics policies and procedures covered in Government and/or agencies Directives and b) Two years specialized experience in Acquisition Logistics to include acquisition experience in the procurement and management processes of Support Equipment, Technical Orders, Spares, and Computer Resources, as well as an understanding and knowledge of the logistics associated R & M functions.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree or, an additional three years general and two years of specialized acquisition experience may be substituted for the degree.

**30. Job Title:** Logistician II

**Minimum/General Experience:** Ten years experience required: a) Five years general acquisition experience must include working knowledge of user requirements and processes; agency operations, requirements and processes; and familiarity with other Government and/or DOD processes (i.e. ATC, AFOTEC). Logistician must be familiar with logistics policies and procedures covered in Government agency directives; b) Five years specialized experience must include supervisory or senior management level experience in the management of complex acquisition logistics effort; specialized or technical expertise in developing and reviewing documents (i.e. solicitation documents, ILSPs, CRLCMP, etc.). Specialized experience must also include, developing documentation for RFPs, to include tasking such as Logistics Support Analysis, and overall logistics planning of other "ilities". Specialized experience and a working knowledge in all elements outlined in an agency's plans and procedures are considered crucial.

**Functional Responsibilities:** Defined by specific delivery/task orders.

**Minimum Education:** Master's degree. An additional five years of specialized acquisition experience or certification as a Certified Professional Logistician may be substituted for the Master's degree.

**31. Job Title:** Research and Development Specialty Engineer I

**Minimum/General Experience:** Three years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems. Experience must include at least two of the following: preparation of hazard analyses, sneak circuit analyses, or failure mode effects and criticality analyses. Working knowledge and/or familiarity with the Government and/or agencies systems acquisition process, EG, MIL I 45208A/1, MIL STD 882B and the DID's relative to systems safety (DI SAFT 8000 through DI SAFT 80106).

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in engineering and Government/industry training in systems safety and hazard analysis techniques. Acceptable substitute degrees in computer science, math or physics can be used in lieu of engineering degrees.

**32. Job Title:** Research and Development Specialty Engineer II

**Minimum/General Experience:** Eight years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability and maintainability (R&M), or electromagnetic compatibility (EMC) into systems. Experience must include at least two of the following: preparation of hazard analyses, sneak circuit analyses, or failure mode effects and criticality analyses. Working knowledge and/or familiarity with the Government and/or agencies systems acquisition process, EG, MIL I 45208A/1, MIL STD 882B and the DID's relative to systems safety (DI SAFT 8000 through DI SAFT 80106).

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in engineering and Government/industry training in systems safety and hazard analysis techniques. Acceptable substitute degrees in computer science, math or physics can be used in lieu of engineering degrees.

**33. Job Title:** Research and Development Specialty Engineer III

**Minimum/General Experience:** Fifteen years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability and maintainability (R&M), or electromagnetic compatibility (EMC) into systems. Experience must include at least two of the following: preparation of hazard analyses, sneak circuit analyses, or failure mode effects and criticality analyses. Working knowledge and/or familiarity with the Government and/or agencies systems acquisition process, MIL I 45208A/1, MIL STD 882B and the DIDs relative to systems safety (DI SAFT 8000 through DI SAFT 80106).

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelors and Masters degree in a related technical discipline (i.e., information systems, computer science or engineering) is required. An additional five years experience in systems engineering, information systems engineering or systems acquisition management may be substituted for a Masters degree. Acceptable substitute degrees in computer science, math or physics can be used in lieu of engineering degrees.

**34. Job Title:** Scientific/Engineering Professional I

**Minimum/General Experience:** Five years work experience in a scientific field related to the Delivery Order/Task Order. Full working knowledge and/or familiarity with technical or scientific field.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree in a technical or scientific field related to the DO.

**35. Job Title:** Scientific/Engineering Professional II

**Minimum/General Experience:** Ten years work experience in a scientific or engineering field related to the Delivery Order/Task Order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the DO.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor and Master's degree in a technical or scientific field related to the DO.

**36. Job Title:** Scientific/Engineering Professional III

**Minimum/General Experience:** Fifteen years work experience in a scientific or engineering field related to the Delivery Order/Task Order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the DO.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Master's and Ph.D. degree in a technical or scientific field related to the DO.

**37. Job Title:** Physical Security Monitor

**Minimum/General Experience:** Two years working experience in the management of a secure facility. Working knowledge of physical access control, sensor alarm systems, and visitor control procedures.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's Degree recommended.

**38. Job Title:** Computer Security Monitor



**Minimum/General Experience:** Two years working experience in implementing procedures and practices prescribed for safeguarding and control of an automated information system and the processing of classified information.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's Degree recommended.

**39. Job Title:** Security Specialist

**Minimum/General Experience:** Working knowledge of the National Industrial Security Program Operating Manual (NISPOM), and a knowledge of the DoD 5200 security directives and procedures. Two years security experience and 3 certificates of completion in security related training programs.

**Functional Responsibilities:** Assist the Security Manager in all matters relating to the Security Program. Assist in the initiation, preparation, and maintenance of various security related forms, documents, and publications. Assist in receiving, processing, and maintaining visit requests. Assist in the preparation and presentation of security briefings and in providing security and document control support at various meetings and conferences. Work closely with government and contractor personnel. Outstanding verbal skills required. Previous security related experience required.

**Minimum Education:** AA degree plus two years experience, or High School diploma plus seven years experience.

**40. Job Title:** Senior Security Specialist

**Minimum General Experience:** Working knowledge of the National Industrial Security Program Operating Manual (NISPOM), and a knowledge of the DoD 5200 security directives and procedures. Five years related experience in system, personnel or acquisition security and 5 Certificates of completion in security related training programs.

**Functional Responsibilities:** Implement security policies, procedures and programs for personnel and property protection. Initiate procedures and systems for visitor control, employee identification, and safeguard of facilities. Assist in conducting investigations of security related incidents.

**Minimum Education:** Bachelor's degree plus two years experience or an AA degree plus seven years experience or a High School diploma plus twelve years experience. Degrees to be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**41. Job Title:** Security Specialist/Administrator

**Minimum/General Experience:** Two years working experience in a security related field with an emphasis on maintaining a secure environment via IDS, badge system, and related video equipment; and in the administration of a secure environment.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's Degree recommended.

**42. Job Title:** Security Manager

**Minimum/General Experience:** Working knowledge of the National Industrial Security Program Operating Manual (NISPOM), and a knowledge of the DoD 5200 security directives and procedures. Extensive background in acquisition, information, personnel, system, and program security. Extensive security background in Program, System and Personnel security. Seven years related experience in system, personnel or acquisition security and 5 Certificates of completion in security related training programs.

**Functional Responsibilities:** Manage/implement security policies, procedures and programs for personnel and facility protection. Create, initiate and implement procedures and systems for visitor control, employee identification, security briefings and facility safeguards. Conduct investigations of security related incidents.

**Minimum Education:** Bachelor's degree plus six years experience or an AA degree plus eleven years experience or a High School diploma plus sixteen years experience. Degrees to be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**43. Job Title:** Contractor Security Manager

**Minimum/General Experience:** Ten years working experience in areas directly pertinent to administration, supervision, and control of facility security in an industrial and/or government environment.

**Functional Responsibilities:** Knowledgeable of government and industrial security regulations. Able to manage an alarm and CCTV based security activity.

**Minimum Education:** Bachelor's Degree.

**44. Job Title:** Security Policy Analyst

**Minimum/General Experience:** At least fifteen years of directly related experience in Security and five to seven certificates in Government Certified Security Training programs. Full understanding of the NISPOM, EO 12958, and related security directives. Extensive background in acquisition, information, personnel, system, and program security.

**Functional Responsibilities:** Analyze all Executive Orders and directives related to Security for the purpose of establishing organization wide policies and regulations. Interface with all customer program offices to ensure all internal organizational requirements are met. Assist in the development, implementation, and monitoring of organization security programs.

**Minimum Education:** Master of Science or Master of Arts degree plus ten years experience, a Bachelor's degree plus fourteen years experience, a Master of Business Administration plus five years experience, an AA degree plus nineteen years experience, or a High School diploma plus twenty four years experience. Degree must be in Engineering, Science, Mathematics, Physics, or other technical or business disciplines.

**45. Job Title:** Test Engineer I

**Minimum/General Experience:** Two years experience in the technical discipline required to perform the task.

**Functional Responsibilities:** Individual shall be knowledgeable in the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, individual shall be knowledgeable of required Government regulations, manuals, technical orders, standards and industry publications related to the discipline required to perform the task.

**46. Job Title:** Test Engineer II

**Minimum/General Experience:** Six years experience in the task specific technical discipline.

**Functional Responsibilities:** Individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g., software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality

assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, individual shall be knowledgeable of required Government regulations, manuals, technical orders, standards, and publications related to the industry discipline required to perform the task.

**Minimum Education:** Bachelor's degree in engineering required relevant experience may not be substituted for Bachelor's degree.

**47. Job Title:** Test Engineer III

**Minimum/General Experience:** Seven years experience in the technical discipline required to perform the task.

**Functional Responsibilities:** The individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, the individual shall be knowledgeable of Government regulations, manuals, technical orders, standards, and publications related to the industry discipline required to perform the task.

**Minimum Education:** Master's degree in Engineering required.

**48. Job Title:** Training Administrator

**Minimum/General Experience:** Two to seven years of related experience developing and organizing training programs.

**Functional Responsibilities:** Working under minimal supervision, individual develops and conducts training and educational programs of a complex nature related to specific customer requirements.

**Minimum Education:** Bachelor's Degree.

**49. Job Title:** Sr. Training Administrator

**Minimum/General Experience:** Four to nine years of related experience developing and organizing training programs.

**Functional Responsibilities:** Working virtually independently, individual develops and conducts training and educational programs of a complex nature related to specific customer requirements.

**Minimum Education:** Bachelor's Degree.

**50. Job Title:** Technical Training Specialist

**Minimum/General Experience:** Two to seven years of experience developing and conducting technical training courses on system and software applications. Must be familiar with the principles of creating teaching outlines in accordance with established guidelines.

**Functional Responsibilities:** Under general supervision, selects or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Creates teaching outlines in accordance with established guidelines, maintains records and statistical information on employee training, monitors training programs by reviewing and analyzing student course evaluations, and makes recommendations to management on course improvement and customer training needs.

**Minimum Education:** Bachelor's Degree.

**51. Job Title:** Sr. Technical Training Specialist

**Minimum/General Experience:** Four to nine years of related experience applying comprehensive knowledge to develop and conduct technical training courses on system and software applications. Must be familiar with the principles of creating teaching outlines in accordance with established guidelines.

**Functional Responsibilities:** Under minimal supervision, performs technical training in field of expertise. Creates teaching outlines where established guidelines may not exist; selects and/or develops instructional aids, such as handouts, reference materials, or audio/visual supports; maintains records and statistical information on employee training; monitors training program by reviewing and analyzing student course evaluations; makes recommendations to management on course improvement and customer training needs.

**Minimum Education:** Bachelor's Degree.

**52. Job Title:** Junior Manpower/Training Specialist

**Minimum/General Experience:** Fully knowledgeable and skilled expert in one of the one manpower management disciplines: Military Personnel Management, Civilian Personnel Management, and Management Training. Two years working experience in Military Personnel and Civilian Personnel Management. Extensive working knowledge and/or familiarity with program planning and scheduling. Must be familiar with Government and/or agencies Directives. Must have a working knowledge and/or familiarity with the automated Personnel Management services. Capable of Lead duties and responsibilities limited within the scope of effort identified in a single functional area responsibility.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's degree plus five years experience or an AA degree plus ten years experience or a high school diploma plus fifteen years experience.

**53. Job Title:** Senior Manpower/Training Specialist

**Minimum/General Experience:** Fully knowledgeable and qualified to lead and manage the following functional areas: Military Personnel Management, Civilian Personnel Management, and Training. Provides in depth analysis and application of skills with no supervision required. Two years working experience in Military Personnel and Civilian Personnel Management. Extensive working knowledge and/or familiarity with program planning, and scheduling. Must be familiar with Government and/or agencies Directives. Must have a working knowledge and/or familiarity with the automated Personnel Management services.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Master's plus eleven years experience; Bachelor's degree plus fifteen years experience; AA degree plus twenty years experience; or high school diploma plus twenty five years experience.

**54. Job Title:** Staff Manpower/Training Specialist I

**Minimum/General Experience:** Fully knowledgeable and qualified in two of the following functional areas: Military Personnel Management, Civilian Personnel Management, and Training Management. Provides in depth analysis and application of skills with no supervision required. Capable of performing Lead duties and responsibilities within the scope of effort identified. Two years working experience in Military Personnel and Civilian Personnel Management. Extensive working knowledge and familiarity with program planning and scheduling. Must be familiar with Government agency directives. Must have a working knowledge and familiarity with the automated Personnel Management services.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Master's plus eight years experience, a Bachelor's degree plus fifteen years experience, an AA degree plus twenty years experience, or a high school diploma plus twenty-two years experience.

**55. Job Title:** Staff Manpower/Training Specialist II

**Minimum/General Experience:** Expertise in one of the three manpower management disciplines: Military Personnel Management, Civilian Personnel Management, or Management Training. Provides in depth analysis and application of skills without supervision. Two years working experience in Military Personnel and Civilian Personnel Management. Extensive working knowledge and familiarity with program planning, and scheduling. Must be familiar with Government agency directives. Must have a working knowledge and familiarity with automated Personnel Management services. Capable of lead duties and responsibilities within the scope of effort identified in a single functional area of responsibility.

**Functional Responsibilities:** As defined by specific delivery/task orders.

**Minimum Education:** Master's plus eleven years experience; Bachelor's plus fifteen years experience; AA degree plus twenty years experience; or high school diploma plus twenty-five years experience.

**56. Job Title:** Junior Technical Writer

**Minimum/General Experience:** Two to seven years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

**Functional Responsibilities:** Under general supervision, writes/edits technical documents, including business proposals, reports, manuals, briefings, presentations, guidelines and other project deliverables to meet contract requirements. Reviews/edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum Education:** Bachelor's Degree.

**57. Job Title:** Senior Technical Writer

**Minimum/General Experience:** Four to nine years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

**Functional Responsibilities:** Under minimal supervision, writes/edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum Education:** Bachelor's Degree.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

S. Systems Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact the following:

Troy J. Davis  
Telephone (310) 215-0248  
Fax: (310) 642-3738  
E-Mail: [troyj@s-sc.com](mailto:troyj@s-sc.com)

SPECIAL NOTICE TO AGENCIES  
Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage!*<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, GSA *Advantage!*<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

**Signatures**

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE



BPA NUMBER\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.